

Seat Pleasant: A Smart City of Excellence

Quarterly Report

| Department | Strategic Outcome(s) | Status | Cost Center |
|----------------------------|---|---|-----------------|
| Human Resources Department | #2. Expand Smart City Services that lead to Inclusiveness and “EMLOYEE” Engagement. | <input type="checkbox"/> Completed X On-going <input type="checkbox"/> Behind Schedule | Human Resources |
| Reporting Period | Start Date | End Date | Director |
| Quarter 4 (Q4) | April 2021 | June 30, 2021 | Beverly Barber |
| | | | |

Reporting Period Objectives:

HUMAN RESOURCE

1: Employee Hire/Term

(6) New Hires:

Environmental Justice Department (EJD)

- DPW
- Waste Management Division
- (1) Special Operations Support Assistant

Finance Department

- (1) - Accountant Assistant

Police Department

- (5) – Police Officer

(0) Resignations

(4) Terminations:

EJD

(0) Suspensions:

(2) Write-Ups
EJD

(0) Rehires:

- (2) - Reassign:**
- Policing Support Special Officer**
- Private 1st Class -to- Acting Corporal**

Benefits:

New Enrollees: Health, Dental, Vision, TASC, LTD, STD, Life Insurance, Retirement
(7)

PAYROLL

2: Payroll System:
Enrollments:
(0)

Update payroll staff records ADP system (4)

>Processed the following Monthly Stipends for City Elected Officials:
April, May, June.

3. Submit monthly invoices to finance for all HR invoices to Finance: AFLAC, TASC, CEIWC (Workers Comp Insurance), Legal Shield, TransAmerica, All State, and Benefit Mall, LGIT, and other bills related to HR.

4. 457(b) and 401(a) Retirement contributions
Process retirement contributions for City Staff per pay period
Processed termination of accounts **(3)**

5. Processed Short-Termination Disability Claims (2)

6. COMP Time Updates
Manually update comp time balances for City Staff per pay period.

7. Unemployment Requests (3)
Received and processed (3) Unemployment requests for former City employees including previously furloughed and reduced staff via the MD State Unemployment website.

Verified **(4)** False unemployment claims.

8. EEOC Claim (0)

Follow-up & maintain file former employee EEOC discrimination claim

9. One-Year Evaluations

(6) yearly evaluations

10. COVID-19 Virus Updates

Reviewed Kaiser, DLLR COVID 19 updated information.

11. COVID-19 TELEWORK REPORTS

Received and compiled weekly teleworks reports from all City staff. Maintain reports according.

12. HR Quarterly Report

Prepare and update HR Quarterly report.

13. Employee Verification Requests

Processed (10) employee verifications for the former and present employees:

14. 401(a) Retirement Separation Requests (1)

Rec'd and processed (3) new employee retirement applications. Maintain separation request from former employees,

15. Direct Deposit Change Request (3)

Received (5) direct deposit change request from City employees. Updated requests via ADP.

16. HR Meetings (8)

Zoom HR conferences including City Manager.

17. Staff Meetings (4)

18. Post Job Vacancies on Indeed (5)

19. Personnel Meetings

Correspond/communicate with staff regarding HR & payroll inquiries (32).

20. Meeting with COO regarding HR & Payroll unresolved issues approx. 100 hours

21. City Audit

Schedule meetings w/ Finance regarding payroll issues and end of year close-out.

23. Personnel Manual Updates (0)

24. Prepare retirement letters (0)

25. ADP ADMIN REQUESTS (6)

Prepare cancel check and documents for bank account w/ADP)

26. Worker Comps Claims Submissions (4)

Received and processed (4) Workers comp claim submission for City staff.

27. Process AFLAC Disability Claim Request (2)

Processed (2) AFLAC disability claim request per staff request.

City Audit

Assist finance with providing payroll docs needed for Audit. Ongoing process until audit is complete.

Work with Executive Team (ET) on budget amendments. Work with ET with yearly budget

Finance Report:

Please see Finance for total spent during this quarter. Financial information is not available via QUICKBOOKS.

Goals expected to complete in the next quarter:

Update health, dental, vision, HRA accounts "Open Enrollment".

Update statistics for MD STATE Retirement PENSION PLAN.

Training on potential New Payroll Software QuickBooks.

Continue ongoing review and updates of current and potential employees.